

County of Los Angeles Department of Mental Health  
Quality Improvement Status Report  
October 28, 2010  
Program Support Bureau, Quality Improvement Division

**Name of Report**

INCREASING FOCUS ON QUALITY IMPROVEMENT ISSUES IN SERVICE AREA (SA) QUALITY IMPROVEMENT COMMITTEES (QIC)/SA QIC meeting minutes

**QI Implementation Status Report**

The DMH Policy/Procedure No. 105.1 (See attached.) identifies that Service Area Quality Improvement Committees shall maintain minutes that reflect all decisions and actions, and that the minutes shall be signed, dated and maintained for 3 years. Currently the SA QIC's minutes are posted on the DMH QI website.

An on-going process observed in some SA QIC's is a concentrated focus on compliance and Quality Assurance (QA) issues and a lack of QI focused discussion. The QI Division conducted a review of the minutes submitted to the QI Division for website posting from the 8 SA QIC's and 2 Children's QIC's from 5/2009 through 3/2010 to assess for QI/QA content. The preliminary findings indicated that SA QIC meeting minutes were not available for review. Additionally, each year APS/EQRO reviews and evaluates SA QIC meeting minutes for QI content, decisions and actions.

**Findings**

- 5 of 8 SA's regularly submitted QIC minutes
- 3 SA's did not submit any minutes
- 3 of 5 SAs - clearly separated QI from QA topics in the minutes
- 2 of 5 SAs - an equal focus on QI/QA topics reflected in the minutes
- 2 of 5 SAs - no QI topics were documented in the minutes
- When the agenda and minutes format separated the discussion of QI and QA topics in a structured manner, the notes reflected more focus on QI topics.

**Action taken**

1. A format for minutes that separates QI discussion from QA discussion was sent via email to all SA QIC chair and co-chairs via QI Division in July '10. (See attachment.)

Status Report on Service Area QIC Minutes  
Posted on QI Intranet Website  
October 2010  
Follow up on August 2010 Report

Countywide Children's QIC – none missing – current

SA1 – **no minutes posted for 2010**

SA2 Children's QIC - **missing Feb & April** – current since 8/10

SA2 Adult QIC – none missing – current

SA3 – **missing Feb, March, July, August, Sept**

SA4 – **missing July & Sept**

SA5 – **missing September**

SA6 – **no minutes posted for 210**

SA7 – **missing Jan, Feb, April, May, June, July, Aug & Sept (March posted)**

SA8 – **missing, Feb, March, April, May, June, July, Aug & Sept, (Jan posted)**

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA  
QUALITY IMPROVEMENT COMMITTEE MINUTES**

<b>Type of Meeting</b>		<b>Date</b>	
<b>Place</b>		<b>Start Time:</b>	
<b>Chairperson</b>		<b>End Time:</b>	
<b>Co-Chair</b>			
<b>Members Present</b>			
<b>Excused Members</b>			
<b>Absent Members</b>			
<b>Agenda Item &amp; Presenter</b>	<b>Discussion and Findings</b>	<b>Decisions, Recommendations, Actions, &amp; Scheduled Tasks</b>	<b>Person Responsible &amp; Due Date</b>
<b>Call to Order &amp; Introductions</b>	The meeting was called to order at	Introductions were made.	
<b>Review of Minutes</b>	The minutes were reviewed and approved.	With corrections requested	

Agenda Item & Presenter	Discussion & Findings	Decisions, Recommendations, Actions, & Scheduled Tasks	Person Responsible & Due Date
Quality Improvement (QI)			

Agenda Item & Presenter	Discussion & Findings	Decisions, Recommendations, Actions, & Scheduled Tasks	Person Responsible & Due Date
	Quality Assurance (QA)		

Agenda Item & Presenter	Discussion & Findings	Decisions, Recommendations, Actions, & Scheduled Tasks	Person Responsible & Due Date
Handouts			
Announcement			
Next Meeting			

Respectfully Submitted,